Glossary

Absolute link A hyperlink that contains a fixed Web page address.

Absolute reference A cell reference that contains a dollar sign before the column letter and/or row number to indicate the absolute, or fixed, contents of specific cells. For example, the formula A1+B1 calculates only the sum of these specific cells no matter where the formula is copied in the workbook.

Active cell A selected cell in a Graph datasheet or an Excel worksheet.

Address The location of a specific cell or range expressed by the column and row coordinates; for example, the address of the cell in column A, row 1, is A1.

Address bar The bar that displays the address of the Web page currently opened in the Web browser window.

Address book A collection of usernames and e-mail addresses you can access to quickly address an e-mail message.

Adjustment handle A small yellow diamond that changes the appearance of an object's most prominent feature.

Align To place objects' edges or centers on the same plane.

Alignment (Access) Commands used in Form or Report Design view to either left-, center-, or right-align a value within its control, or to align the top, bottom, right, or left edge of the control with respect to other controls on the form or report.

Alignment (Excel) The placement of cell contents; for example, left, center, or right.

Alignment (Word) The position of text in a document relative to the margins.

And criteria Criteria placed in the same row of the query design grid. All criteria on the same row must be true in order for a record to appear on the resulting datasheet.

Animation scheme A set of predefined visual effects for a slide transition, title text, and the bullet text of the slides in a PowerPoint presentation.

Annotate A freehand drawing on the screen made by using the Annotation tool. You can annotate only in Slide Show view.

Application See *Program.*

Appointment A scheduled activity that does not involve inviting other people or scheduling resources.

Area chart A line chart in which each area is given a solid color or pattern to emphasize the relationship between the pieces of charted information.

Argument ToolTip A yellow box that appears as you build a function; shows function elements, which you can click to display online help for each one.

Arguments The pieces of information a function needs to create the final answer. In an expression, multiple arguments are separated by commas. All of the arguments are surrounded by a single set of parentheses.

Arithmetic operator A symbol used in a formula (such as + or -, / or *) to perform mathematical operations.

Ascending order A sequence in which information is placed in alphabetical order or arranged from smallest to largest. For a text field, numbers are sorted first, then letters.

Ask a Question box The list box at the right end of the menu bar in which you can type or select questions for the Help system.

Attribute The styling features such as bold, italics, and underlining that can be applied to cell contents.

AutoComplete (Excel) A feature that automatically completes entries based on other entries in the same column.

AutoComplete (Word) A feature that automatically suggests text to insert.

AutoContent Wizard A wizard that helps you get a presentation started by supplying a sample outline and a design template.

AutoCorrect A feature that automatically detects and corrects typing errors, minor spelling errors, and capitalization, and inserts certain typographical symbols as you type.

AutoFill   A feature that creates a series of text entries or numbers when a range is selected using the fill handle.

AutoFit   A feature that automatically adjusts the width of a column to accommodate its widest entry when the boundary to the right of the column selector is double-clicked.

AutoFormat   Preset schemes that can be applied to format a range instantly. Excel comes with 16 AutoFormats that include colors, fonts, and numeric formatting.

AutoNumber   A data type in which Access enters a sequential integer for each record added to the datasheet. Numbers cannot be reused, even if the record is deleted.

AutoReport   A tool used to quickly create a new report based on the selected table or query.

AutoSum   A feature that automatically creates totals using the SUM function when you click the AutoSum button.

AutoText   A feature that stores frequently used text and graphics so they can be easily inserted into a document.

Background   The area behind the text and graphics on a slide.

Background color   The color applied to the background of a cell.

Bar chart   A chart that shows information as a series of horizontal bars.

.bmp   The abbreviation for the bitmap graphics file format.

Body text   Subpoints or bullet points on a slide under the slide title.

Bold   Formatting applied to text to make it thicker and darker.

Border (Excel)   The edge of a cell, an area of a worksheet, or a selected object; you can change its color or line style.

Border (Word)   Lines that can be added above, below, or to the sides of paragraphs, text, and table cells.

Bound control   A control used in either a form or report to display data from the underlying record source; also used to edit and enter new data in a form.

Bound image control   A bound control used to show OLE data such as a picture on a form or report.

Browser   A program used to view the text graphic images and multimedia data on the Web. Also known as a Web browser.

Browser window   The area where the current Web page appears.

Bullet   A small graphic symbol used to identify items in a list.

Business productivity software   Programs, such as word processors, spreadsheets, and databases, that businesses use to accomplish daily tasks and become more productive.

Calculated control   A control that uses information from existing controls to calculate new data such as subtotals, dates, or page numbers; used in either a form or report.

Calculation   A new value that is created by entering an expression in a text box on a form or report.

Calendar   The scheduling component within Outlook that stores appointments, meetings, and scheduled events; it is the electronic equivalent of your daily desk calendar.

Cancel button   The X in the Formula bar; it removes information from the formula bar and restores the previous cell entry.

Caption property   A field property used to override the technical field name with an easy-to-read caption entry when the field name appears on datasheets, forms, and reports.

Categories   A method for organizing items in Outlook.

Cell   The intersection of a column and row in a worksheet, datasheet, or table.

Cell address   The location of a specific cell expressed by the column and row coordinates; for example, the cell address of the cell in column A, row 1, is A1.

Cell pointer   A highlighted rectangle around a cell that indicates the active cell.

Cell reference   The address or name that identifies a cell's position in a worksheet; it consists of a letter that identifies the cell's column and a number that identifies its row; for example, cell B3. Cell references in worksheets can be used in formulas and are relative or absolute.

Cell   The intersection of a column and row within a worksheet, datasheet, or table.

Center   Alignment in which an item is centered between the margins or edges of the cell.

Character spacing   Formatting that changes the width or scale of characters, expands or condenses the amount of space between characters, raises or lowers characters relative to the line of text, and adjusts kerning (the spacing between standard combinations of letters).

Character style   A named set of character format settings that can be applied to text to format it all at once.

Chart   A graphical representation of information from a datasheet or worksheet. Types include 2-D and 3-D column, bar, pie, area, and line charts.

Chart sheet   A separate sheet that contains only a chart linked to worksheet data.

Chart title   The name assigned to a chart.

Chart Wizard   A series of dialog boxes that helps you create or modify a chart.

Check box (Access)   A bound control used to display "yes" or "no" answers for a field. If the box is "checked" it indicates "yes" information in a form or report.

Check box (all applications)   A square box in a dialog box that can be clicked to turn an option on or off.

Clear   A command on the Edit menu used to erase a cell's contents, formatting, or both.

Click and Type pointer   A pointer used to move the insertion point and automatically apply the paragraph formatting necessary to insert text at that location in the document.

Clip art   A collection of graphic images that can be inserted into documents, presentations, Web pages, spread sheets and other Office files.

Clip Organizer   A library of art, pictures, sounds, video clips, and animations that all Office applications share.

Clipboard   A temporary storage area for cut or copied items that are available for pasting. See *Office Clipboard*.

Clipboard task pane   A task pane that shows the contents of the Office Clipboard; contains options for copying and pasting items to and from the Office Clipboard.

Close   A command that closes the file so you can no longer work with it, but keeps the program open so that you can continue to work on other files.

Color scheme   The eight coordinated colors that make up a PowerPoint presentation; a color scheme assigns colors for text, lines, objects, and background color. You can change the color scheme on any presentation at any time.

Column break   A break that forces text following the break to begin at the top of the next column.

Column chart   The default chart type in Excel, which displays information as a series of vertical columns.

Column heading   Gray boxes along the top of a datasheet.

Column headings (Outlook)   Part of the e-mail window that identifies sections of the message header.

Combo box   A bound control used to display a list of possible entries for a field in which you can also type an entry from the keyboard. It is a "combination" of the list box and text box controls.

Command button   An unbound control used to provide an easy way to initiate an action or run a macro.

Comparison operators   Characters such as > and < that allow you to find or filter data based on specific criteria.

Complex formula   An equation that uses more than one type of arithmetic operator.

Computer network   Two or more connected computers that can share information and resources.

Conditional format   A cell format that is based on the cell's value or the outcome of a formula.

Contacts folder   A folder that stores all the e-mail addresses and personal information for your contacts.

Contacts   The Outlook component that enables you to manage all your business and personal contact information.

Control   Any element on a form or report such as a label, text box, line, or combo box. Controls can be bound, unbound, or calculated.

Control menu box   A box in the upper-left corner of a window used to resize or close a window.

Copy   To place a copy of an item on the Clipboard without removing it from a file.

Crawl   The process by which a Web search engine methodically catalogs the entire Internet to create huge databases with links to Web pages and their URLs.

Criteria   The conditions you specify within a database that determine which records to display.

Crop   To hide part of a picture or object using the Cropping tool.

Currency   A data type used for monetary values.

Current record box   See *Specific record box.*

Current record symbol   A black triangle symbol that appears in the record select or box to the left of the record that has the focus in either a datasheet or a form.

Custom dictionary   Supplemental dictionary to which you add words that are spelled correctly, such as proper names, but which are not already stored in the default dictionary.

Cut   To remove an item from a file and place it on the Clipboard.

Cut and paste   To move text or graphics using the Cut and Paste commands.

Data   The unique information that you enter into the fields of the records.

Data access page   See *Page.*

Data label   Information that identifies the data in a column or row in a datasheet.

Data marker   A graphical representation of a data point, such as a bar or column.

Data point   Individual piece of data plotted in a chart.

Data series   A column or row in a datasheet; also, the selected range in a worksheet that Excel converts into a graphic and displays as a chart.

Data series marker   A graphical representation of a data series, such as a bar or column.

Data source   The file that contains the data to be used in a mail merge.

Data type   A required property for each field that defines the type of data that can be entered in each field. Valid data types include AutoNumber, Text, Number, Currency, Date/Time, OLE Object, Memo, Yes/No, and Hyperlink.

Database   A collection of related information, such as a list of employees.

Database management system   A program that organizes data and allows you to link multiple groups of information.

Database software   Software used to manage data that can be organized into lists of things such as customers, products, vendors, employees, projects, or sales.

Database window   The window that includes common elements such as the Access title bar, menu bar, and toolbar.

Datasheet   The component of a chart that contains the numerical data displayed in a chart.

Datasheet (Access)   A spreadsheet-like grid that shows fields as columns and records as rows.

Datasheet View   A view that lists the records of the object in a datasheet. Table, query, and most form objects have a Datasheet View.

Date ascending order: 1/1/57, 1/1/61, 12/25/61, 5/5/98, 8/20/98, 8/20/99.

Date descending order: 1/1/99, 1/1/98, 12/25/97, 5/5/97, 8/20/61, 8/20/57.

Date Navigator   A feature in Calendar that allows you to quickly view days, even nonadjacent days.

Date/Time   A data type used for date and time fields.

Delete   To permanently remove an item from a file.

Deleted Items folder   The folder that contains messages you have deleted. Empty the Deleted Items folder to permanently remove the items from your computer.

Descending order   A sequence in which information is placed in reverse alphabetical order or arranged from largest to smallest. For a text field, letters are sorted first, then numbers.

Design templates Predesigned slide designs with formatting and color schemes that you can apply to an open presentation.

Design View A view in which the structure of the object can be manipulated. Every Access object has a Design View.

Desktop publishing program A program for creating publications containing text and graphics.

Destination file The file into which you paste, link, or embed data from another file.

Destination program The program used to create the destination file.

Detail section The section of a form or report that contains the controls that are printed for each record in the underlying query or table.

Details tab A tab in the Contact dialog box used to store each contact's detailed personal information.

Dialog box A window that opens when a program needs more information to carry out a command.

Distribution list A collection of contacts to whom you regularly send the same messages.

Document The electronic file you create using Word.

Document window The workspace in the program window that displays the current document.

Drawing toolbar A toolbar that contains buttons that let you create lines, shapes, and special effects.

Dummy column/row Blank column or row included at the end of a range that enables a formula to adjust when columns or rows are added or deleted.

E-mail Electronic mail messages used in online collaboration.

E-mail software A program that lets you send and receive electronic messages over a network and the Internet.

Edit A change made to the contents of a cell or worksheet.

Edit mode The mode in which Access assumes you are trying to edit a particular field, so keystrokes such as [Ctrl][End], [Ctrl][Home], [◄], and [►] move the insertion point *within* the field.

Edit record symbol A pencil-like symbol that appears in the record selector box to the left of the record that is currently being edited in either a datasheet or a form.

Electronic spreadsheet A computer program that performs calculations on data and organizes information into worksheets. A worksheet is divided into columns and rows, which form individual cells.

Embed To paste an object into a file while maintaining a connection to the source file; you can edit an embedded object in the destination file by double-clicking it to open the source program.

Embedded object An object that is created in one application and copied to another. An embedded object remains connected to the original program file in which it was created for easy editing.

Emoticons Simple keyboard characters that are used to express an emotion or mood such as colon and left parenthesis used to create a smiling face ☺ or a colon and a right parenthesis used to create a sad face.

Enter button The check mark in the formula bar used to confirm an entry.

Event An activity defined by Outlook that lasts 24 hours or longer.

Exploding pie slice A slice of a pie chart that has been pulled away from the whole pie to add emphasis.

Explorer Search task pane The left pane of the browser window that opens when you use Internet Explorer's search feature. The Explorer Search task pane contains the Search Assistant.

Expression A combination of values, functions, and operators that calculates to a single value. Access expressions start with an equal sign and are placed in a text box in either Form or Report Design View.

Favorites menu A menu that contains a list of frequently visited Web pages that you can access without having to type the URL.

Field (Access) The smallest piece or category of information in a database such as the customer's name, city, state, or phone number.

Field (Word) A code that serves as a placeholder for data that changes in a document, such as a page number.

Field list   A list of the available fields in a table or the query that it represents.

Field names   The names given to each field in Table Design or Table Datasheet View. Field names can be up to 64 characters long.

Field Property   See *Properties*.

Field Size property   A field property that determines the number of characters or digits allowed for a field.

File   An electronic collection of information that has a unique name, distinguishing it from other files.

File format   A file type, such as .wmf or .gif.

Filename   The name given to a document when it is saved.

Fill color   The cell background color.

Fill Down   A command that duplicates the contents of the selected cells in the range selected below the cell pointer.

Fill handle   A small square in the lower-right corner of the active cell used to copy cell contents.

Fill Right   A command that duplicates the contents of the selected cells in the range selected to the right of the cell pointer.

Filter (verb)   To search for information based on specific criteria.

Filter (Access)   A temporary view of a subset of records. A filter can be saved as a query object if you wish to apply the same filter later without recreating it.

Filter window   A window that appears when you click the Filter By Form button when viewing data in a datasheet or in a form window. The Filter window allows you to define the filter criteria.

Find   A command used to locate information the user specifies.

Find & Replace   A command used to find one set of information and replace it with new information.

First line indent   A type of indent in which the first line of a paragraph is indented more than the subsequent lines.

Fit (print option)   An option that automatically adjusts a preview to display all pages in a report.

Floating graphic   A graphic to which text wrapping has been applied.

Floating toolbar   A toolbar within its own window, not anchored along an edge of the application window.

Focus   The property that indicates which field would be edited if you were to start typing.

Folder   A subdivision of a disk that works like a filing system to help you organize files.

Folder banner   In Outlook, the horizontal bar below the Standard toolbar that indicates the name of the open folder.

Font   The typeface or design of a set of characters (letters, numbers, symbols, and punctuation marks).

Font effects   Font formatting that applies special effects to text, such as shadow, outline, small caps, or superscript.

Font size   The size of characters, measured in units called points (pts).

Footer   Text or graphics that appears at the bottom of every page in a document or a section.

Form   An Access object that provides an easy-to-use data entry screen that generally shows only one record at a time.

Form Design toolbar   The toolbar that appears when working in Form Design View with buttons that help you modify a form's controls.

Form Design View   The view of a form in that you add, delete, and modify the form's properties, sections, and controls.

Form Footer   Section on a form that contains controls that are only printed once, at the bottom of a printout.

Form Header   Section on a form which contains controls that are only printed once, at the top of a printout.

Form View toolbar   The toolbar that appears when your're working in Form view, with buttons that help you print, edit, find, and filter records.

Form Wizard   An interactive tool used to create a new form based on existing tables or queries.

Format   The appearance of text and numbers, including color, font, attributes, borders, and shading. See also *Number format*.

Format Painter   A feature used to copy the formatting applied to one set of text or in one cell to another.

Formatting marks   Nonprinting characters that appear on-screen to indicate the ends of paragraphs, tabs, and other formatting elements.

Formatting toolbar   A toolbar that contains buttons for frequently used formatting commands.

Formula   A set of instructions used to perform numeric calculations (adding, multiplying, averaging, etc.).

Formula bar   The area below the menu bar and above the Excel workspace where you enter and edit data in a worksheet cell. The formula bar becomes active when you start typing or editing cell data. It includes the Enter button and the Cancel button.

Formula prefix   An arithmetic symbol, such as the equal sign (=), used to start a formula.

Function   A special, predefined formula that provides a shortcut for a commonly used calculation; for example, AVERAGE.

.gif   The abbreviation for the graphics interchange format.

Go button   A button on the Address bar that activates a search after you enter a keyword or words in the Address bar.

Graphic   See *Image*.

Grid   Evenly spaced horizontal and vertical lines that appear on a slide when it is being created but not when it is shown or printed.

Gridlines   Horizontal and/or vertical lines within a chart that make the chart easier to read.

Group   To combine multiple objects into one object.

Group Footer   The section of the report that contains controls that print once, at the end of each group of records.

Group Header   The section of the report that contains controls that print once, at the beginning of each group of records.

Grouping   To sort records in a particular order plus provide a section before and after each group of records.

Groups button   In the opening database window, the button that expands or collapses the section of the Objects bar that presents Access groups.

Gutter   Extra margin space left for a binding at the top or left side of a document.

Handles   See *Sizing handles*.

Hanging indent   A type of indent in which the second and subsequent lines of a paragraph are indented more than the first.

Hard page break   A page break inserted to force the text following the break to begin at the top of the next page.

Header   Text or graphics that appears at the top of every page in a document or a section.

Help system   Pages of documentation and examples that are available through the Help menu option, the Microsoft Access Help button on the Database toolbar, or the Office Assistant.

Highlighting   Transparent color that can be applied to text to call attention to it.

Hits   The result of an Internet keyword search that appears as a list of related sites.

Home page   The first Web page that opens every time you start Internet Explorer.

Horizontal ruler   A ruler that appears at the top of the document window in Print Layout, Normal, and Web Layout view.

Hyperlink (Access)   A data type that stores *World Wide Web* or file address information, such as http://www.course.com or \\Personnel\Employees.mdgb.

Hyperlink   Text or a graphic that opens a file, Web page, or other item when clicked. Also known as a link.

Hypertext Markup Language (HTML)   The formatting language used to structure Web pages.

I-beam pointer   The I pointer, used to move the insertion point and select text.

Image   A nontextual piece of information such as a picture, piece of clip art, drawn object, or graph. Because images are graphical (not numbers or letters), they are sometimes referred to as *graphical images*.

Inbox   The folder that contains incoming messages.

Indent   The space between the edge of a line of text or a paragraph and the margin.

Indent markers   Markers on the horizontal ruler that show the indent settings for the active paragraph.

Inline graphic   A graphic that is part of a line of text.

Input   Information that produces desired results, or output, in a worksheet.

Insertion point (Excel)   The blinking vertical line that appears in the formula bar or in a cell during editing.

Insertion point (PowerPoint)   A blinking vertical line that indicates where text appears in a text placeholder.

Insertion point (Word)   The blinking vertical line that shows where text will appear when you type in a document.

Integration   The ability to use data created in one Office program in a file created in another Office program.

Internet   A communications system that connects computers and computer networks located around the world using telephone lines, cables, satellites, and other telecommunications media.

Internet Explorer   A popular browser from Microsoft.

Intranet   A computer network that connects computers in a specific area only, such as the computers in a company's office. An intranet can be accessed internally or through a remote location.

Is Not Null   Criterion that finds all records in which any entry has been made in the field.

Is Null   Criterion that finds all records in which no entry has been made in the field.

Italic   Formatting applied to text to make the characters slanted.

Justify   Alignment in which an item is flush with both the left and right margins.

Key field   See *Primary key field*.

Key field symbol   In table Design View, the symbol that appears as a miniature key in the field indicator box to the left of the field name. It identifies the field that contains unique information for each record.

Keyboard shortcut   A combination of keys or a function keys that can be pressed to perform a command.

Keyword   A representative word on which the Help system can search to find information on your area of interest.

Label (Access)   An unbound control that displays static text on forms and reports.

Label (Excel)   Descriptive text or other information that identifies the rows and columns of a worksheet. Labels are not included in calculations.

Label prefix   A character, such as the apostrophe, that identifies an entry as a label and controls the way it appears in the cell.

Label Wizard   A report–generation tool that helps you create mailing labels.

Landscape orientation   Page orientation in which the page is wider than it is tall.

Left indent   A type of indent in which the left edge of a paragraph is moved in from the left margin.

Left-align   Alignment in which the item is flush with the left margin.

Legend   A key explaining how information is represented by colors or patterns in a chart.

Line chart   A graph of data that is mapped by a series of lines. Line charts show changes in data or categories of data over time and can be used to document trends.

Line control   An unbound control used to draw lines on a form or report that divide it into logical groupings.

Office XP

Line spacing   The amount of space between lines of text.

Link (verb)   To paste an object into a file while maintaining a connection to the source file; when you edit the source file, the changes are automatically updated in the destination file.

Link (noun) Text or image within a Web page that takes you to other sites or documents; also known as hyperlinks.

Links bar   Located next to the Address bar, it contains links to frequently visited Web pages.

List box   A bound control that displays a list of possible choices from which the user can choose, used mainly on forms.

Lookup wizard   A wizard that helps link the current table to another table. A field created with the lookup wizard will display data from another table or list.

Macro   An Access object that stores a collection of keystrokes or commands such as those for printing several reports in a row or providing a toolbar when a form opens.

Mailing labels   Printed labels that are used for many business purposes such as identifying folders in a filing cabinet, labeling products for sale, or providing addresses for mass mailings.

Main document   In a mail merge, the document into which you are merging the data source.

Main text placeholder   A reserved box on a slide for the main text points.

Margin   The blank area between the edge of the text and the edge of a page.

Meeting   An activity you invite people to or reserve resources for.

Memo   A data type used for lengthy text such as comments or notes. It can hold up to 64,000 characters of information.

Menu bar   The bar beneath the title bar that contains the names of menus, that when clicked, open menus from which you choose program commands.

Merge   Combining data from one file with data from another file to create a new file.

Merge fields   In a mail merge, placeholders in the main document that are replaced with data from the data source during the merge.

Message header icons   Icons to the left of the sender's name that identify the attributes of the message.

Message header   The area at the top of a message that identifies the sender of the message, the subject, the date and time the message was received, and the size of the message.

Microsoft Graph   The program that creates a datasheet and chart to graphically depict numerical information.

Microsoft Outlook Express   A program that you can use to exchange e-mail and join newsgroups. Microsoft Outlook Express comes with Windows 2000.

Mirror margins   Margins used in documents with facing pages, where the inside and outside margins are mirror images of each other.

Mixed reference   A formula containing both a relative and absolute reference.

Mode indicator   A box located at the lower-left corner of the status bar that informs you of a program's status. For example, when Excel is performing a task, the word "Wait" appears.

Module   An Access object that stores Visual Basic programming code that extends the functions and automated processes of Access.

Mouse pointer   A symbol that indicates the current location of the mouse on the desktop. The mouse pointer changes its shape to indicate what you can do next; for example, when you insert data, select a range, position a chart, change the size of a window or a column, or select a topic in Help.

Moving border   The dashed line that appears around a cell or range that is copied to the Clipboard.

Multitask   The ability to open several programs and files at once and then to switch back and forth among them.

Name box   The left-most area in the formula bar that shows the cell reference or name of the active cell. For example, A1 refers to cell A1 of the active worksheet. You can also display a list of names in a workbook using the Name list arrow.

Name property   Property of a text box that gives the text box a meaningful name.

Named range   A range of cells given a meaningful name; it retains its name when moved and can be referenced in a formula.

Navigation buttons   Buttons in the lower-left corner of a datasheet or form that allow you to quickly navigate between the records in the underlying object as well as add a new record.

Navigation mode   A mode in which Access assumes that you are trying to move between the fields and records of the datasheet (rather than edit a specific field's contents), so keystrokes such as [Ctrl][Home] and [Ctrl][End] move you to the first and last field of the datasheet, respectively.

Negative indent   A type of indent in which the left edge of a paragraph is moved to the left of the left margin.

Network   A group of computers connected to each other with cables and software.

New Document task pane   A task pane that contains shortcuts for opening documents and for creating new documents.

New Record button   A button that, when clicked, displays a new record for data entry. It is found on both the Form View and Datasheet toolbars as well as being one of the Navigation buttons.

New Workbook task pane   A task pane that lets you quickly open new or existing workbooks.

Normal view (PowerPoint)   A presentation view that divides the presentation window into Outline, Slide, and Notes panes.

Normal view (Word)   A view that shows a document without margins, headers and footers, or graphics.

Notes folder   The folder that stores the Notes.

Notes Page view   A presentation view that displays a reduced image of the current slide above a large text box where you can type notes.

Notes pane   The area in Normal view that shows speaker notes for the current slide; also in Notes Page view, the area below the slide image that contains speaker notes.

Notes   The component in Outlook used to write short reminders, an idea or a note concerning an appointment or task, it is an electronic version of the popular colored paper sticky notes.

Null   The term that refers to a state in which a field is empty. Any entry such as 0 in a numeric field or an invisible space in a text field is *not* null. It is common to search for empty fields by using the criteria "Is Null" in a filter or query. The "Is Not Null" criterion finds all records where there is an entry of any kind.

Number   A data type used for numeric information used in calculations, such as quantities.

Number ascending order: 1, 10, 15, 120, 140, 500, 1200, 1500.

Number descending order: 1500, 1400, 1200, 140, 120, 15, 10, 1.

Number format   A format applied to values to express numeric concepts, such as currency, date, and percentage.

Object   An item that can be moved and resized and that contains handles when selected. Objects can be drawn lines and shapes, text, clip art, imported pictures, and embedded objects.

Object (Access)   A table, query, form, report, page, macro, or module.

Object list box   In Form Design view and Report Design view, this box is located on the Formatting (Form/Report toolbar) and displays the name or caption for the currently selected control.

Objects bar   In the opening database window, the toolbar that presents the seven Access objects and groups. When you click an object button on the Objects bar, options and wizards used to create an object of that type, as well as existing objects of that type, appear in the main portion of the database window.

Objects button   In the opening database window, the button that expands or collapses the section of the Objects bar that presents seven the Access objects.

Office Assistant   An animated character that offers tips, answers questions, and provides access to the program's Help system.

Office Assistant tip A hint, indicated by the appearance of an onscreen light bulb, about the current action you are performing.

Office Clipboard A temporary storage area shared by all Office programs that can be used to cut, copy and paste multiple items within and between Office programs. The Office Clipboard can hold up to 24 items collected from any Office program. See also *System Clipboard* and *Clipboard task Pane*.

OLE Object (Access) A data type that stores pointers that tie files created in other programs to a record such as pictures, sound clips, word processing documents, or spreadsheets.

Online collaboration Using the Internet to share and review documents, hold online discussions, and send e-mail with business colleagues or friends.

Open A command that retrieves a file from the drive or folder where it is stored and displays it on the screen.

Option button A bound control used to display a limited list of possible choices for a field such as "female" or "male" for a gender field in a form or report.

Or criteria Criteria placed on different rows of the query design grid. A record will appear in the resulting datasheet if it is true for any single row.

Order of precedence The order in which Excel calculates parts of a formula: (1) exponents, (2) multiplication and division, and (3) addition and subtraction.

Outbox folder The folder that contains messages you have sent, but which Outlook has not yet delivered.

Outline tab The area in Normal view that displays your presentation text in the form of an outline, without graphics.

Outline view A view that shows the headings of a document organized as an outline.

Outlook Bar The vertical bar located on the left side of the program window that contains groups and the shortcuts to frequently used folders.

Outlook Shortcuts group A collection of frequently used shortcuts on the Outlook Bar; includes frequently used folders.

Outlook Today page A customizable view within Outlook that provides a preview of your day's tasks, appointments, and messages at a glance.

Output The end result of a worksheet.

Overtype mode A feature that allows you to overwrite existing text as you type.

Page An Access object that creates Web pages from Access objects as well as provides Web page connectivity features to an Access database. Also called data access page.

Page Footer The section of the form or report that contains controls that print once, at the bottom of each page.

Page Header The section of the form or report that contains controls that print once at the top of each page. On the first page of a report, the Page Header section prints below the Report Header section.

Pane A section of the PowerPoint window, such as the Slide or Notes pane.

Paragraph spacing The amount of space between paragraphs.

Paragraph style A named set of paragraph and character format settings that can be applied to a paragraph to format it all at once.

Paste A command that copies information on the Clipboard to a new location. Excel pastes the formula, rather than the result, unless the Paste Special command is used.

Paste Function A series of dialog boxes that helps you build functions; it lists and describes all Excel functions.

Paste Options Button A button that appears after an item is pasted; click its list arrow to keep source formatting, match destination cell formatting or keep the source cell's column widths.

Personal information manager (PIM) A program that includes tools, such as a scheduler and a contact manager, that help you manage a typical business day.

Pie chart A circular chart that represents data as slices of a pie. A pie chart is useful for showing the relationship of parts to a whole; pie slices can be extracted for emphasis. See also *Exploding pie slice*.

Placeholder A dashed line box where you place text or objects.

Plot area The area inside the horizontal and vertical chart axes.

Point A unit of measure used for fonts, the space between paragraphs and characters, and row height. One inch equals 72 points, or a point is equal to 1/72 of an inch.

Pointing method Specifying formula cell references by selecting the desired cell with the mouse instead of typing its cell reference; it eliminates typing errors. Also known as Pointing.

Portrait orientation Page orientation in which the page is taller than it is wide.

PowerPoint Viewer A special application designed to run a PowerPoint slide show on any compatible computer that does not have PowerPoint installed.

PowerPoint window A window that contains the running PowerPoint application. The PowerPoint window includes the PowerPoint menus, toolbars, and Presentation window.

Presentation graphics program A program that is used to develop slides and handouts for visual presentations.

Presentation window The area where you work on and view your presentation. You type text and work with objects in the Presentation window.

Preview pane The lower pane of the Inbox that allows you to read and scroll through your messages without opening them.

Primary key field A field that contains unique information for each record. A primary key field cannot contain a null entry.

Primary sort field In a query grid, the leftmost field that includes sort criteria. It determines the order in which the records will appear and can be specified as "ascending" or "descending."

Print Layout view A view that shows a document as it will look on a printed page.

Print Preview A command you can use to view a file as it will look when printed.

Profile A set of information used to identify individual e-mail users.

Program Task-oriented software (such as Excel or Word) that enables you to perform a certain type of task, such as data calculation or word processing.

Programs menu The Windows Start menu that lists all available programs on your computer.

Properties Characteristics that further define the field, control, section, or object.

Property sheet A window that displays an exhaustive list of properties for the chosen control, section, or object.

Prototype label A sample mailing label used to display how the resulting mailing labels will appear when created using the Label Wizard.

Publish To post Web pages on an intranet or the Web so people can access them using a Web browser.

Query An Access object that provides a spreadsheet-like view of data, similar to tables. It may provide the user with a subset of fields and/or records from one or more tables.

Query design grid The lower portion of the Query Design view window in which you determine the order of fields, add sort orders, and enter limiting criteria.

Query Design View The view of a query in which you can add, delete, or modify the field order, sort order, and limiting criteria saved within the query.

Range A selected group of adjacent cells.

Range finder A feature that outlines an equation's arguments in blue and green.

Range format A format applied to a selected range in a worksheet.

Raw data The individual pieces of information stored in the database in individual fields.

Record A group of related fields, such as all demographic information for one customer.

Record selector box The small square to left of a record in a datasheet that marks the current record or the edit record symbol when the record has the focus or is being edited.

Record source In a form or report, either a table or query object that contains the fields and records that the form will display.

Rectangle control An unbound control used to draw rectangles on the form that divide the other form controls into logical groupings.

Relational database A database in which more than one table, such as the customer, sales, and inventory tables, can share information. The term "relational database" comes from the fact that the tables are linked, or "related", by a common field of information.

Relative cell reference A type of cell reference used to indicate a relative position in the worksheet. It allows you to copy and move formulas from one area to another of the same dimensions. Excel automatically changes the column and row numbers to reflect the new position. Also known as Relative reference.

Relative link A hyperlink that gives another Web page's address in relation to the current page.

Report An Access object that creates a professional printout of data that may contain such enhancements as headers, footers, and calculations on groups of records.

Report Design View View of a report in which you add, delete, and edit the report's properties, sections, and controls.

Report Footer section On a report, a section that contains controls that print once, at the end of the last page of the report.

Report Header section On a report, a section that contains controls that print once, at the top of the first page of the report.

Report Wizard An interactive tool used to create a new report based on a table or query.

Reset usage data An option that allows adapted toolbars and menus to be returned to their default settings.

Right indent A type of indent in which the right edge of a paragraph is moved in from the right margin.

Right-align Alignment in which an item is flush with the right margin.

Rotate handle A green circular handle at the top of a selected object that you can drag to rotate the selected object upside-down, sideways, or to any angle in between.

Row heading The gray box containing the row number to the left of the row.

Row height The vertical dimension of a cell.

Row selector The small square to the left of a field in Table Design view.

Sans serif font A font whose characters do not include serifs, such as Arial.

Save To store a file permanently on a disk or to overwrite the copy of a file that is stored on a disk with the changes made to the file.

Save As Command used to save a file for the first time or to create a new file with a different filename, leaving the original file intact.

Scale To change the size of a graphic a specific percentage of its original size.

ScreenTip A label that appears on the screen to identify a button or provide information about a feature.

Scroll To use the scroll bars or the arrow keys to display different parts of the document in a document window.

Scroll arrows The arrows at the ends of the scroll bars that are clicked to scroll a document one line at a time.

Scroll bars The bars on the right and bottom edges of the document window that are used to display different parts of the document in the document window.

Scroll box The box in the scroll bars that can be dragged to scroll a file and indicates your relative position within the file.

Search Assistant A search feature that displays a list of search categories for finding Web pages, people, businesses, previous searches, or maps.

Search engine An Internet site that lets you enter a keyword or phrase describing the information you want to find and then provides you with a list of related Web sites.

Secondary sort field In a query grid, the second field from the left that includes sort criteria. It determines the order in which the records will appear if there is a "tie" on the primary sort field.

Section (Access) A location on a form or report that contains controls. The section in which a control is placed determines where and how often the control prints.

Section (Word) A portion of a document that is separated from the rest of the document by section breaks.

Section break A formatting mark inserted to divide a document into sections.

Select To click or highlight an item in order to perform some action on it.

Selection box A slanted line border that appears around a text object or placeholder indicating it is ready to accept text.

Selection handles Small boxes appearing along the corners and sides of charts and graphic images that are used for moving and resizing.

Sent Items folder The folder that contains messages you have sent.

Series of labels Preprogrammed series, such as days of the week and months of the year. They are formed by typing the first word of the series, then dragging the fill handle to the desired cell.

Serif font A font whose characters include serifs — small strokes — at the ends, such as Times New Roman.

Shading A background color or pattern that can be applied to text, tables, or graphics.

Sheet A term used for a worksheet.

Sheet tab A description at the bottom of each worksheet that identifies it in a workbook. In an open workbook, move to a worksheet by clicking its sheet tab. Also known as Worksheet tab.

Sheet tab scrolling buttons Buttons that enable you to move among sheets within a workbook.

Shortcut key See *Keyboard shortcut.*

Sizing handles (Access) Small squares at each corner of a selected control in Access. Dragging a handle resizes the control. Also known as *handles.*

Sizing handles The small circles that appear around a selected object. Dragging a handle resizes the object.

Slide A "page" in an on-screen display in a visual presentation.

Slide indicator box A small box that appears when you drag the vertical scroll box in Slide and Notes Page view identifying which slide you are on.

Slide layout This determines how all of the elements on a slides are arranged including text and content placeholders.

Slide pane The area of Normal view that contains the current slide.

Slide show An on-screen display of consecutive images in a presentation.

Slide Show view A view that shows a presentation as an electronic slide show.

Slide Sorter view A view that displays a thumbnail of all slides in the order in which they appear in your presentation; used to rearrange slides and add special effects.

Slide timing The amount of time a slide is visible on the screen during a slide show.

Slide transition The special effect that moves one slide off the screen and the next slide on the screen during a slide show. Each slide can have its own transition effect.

Slides tab The area in Normal View that displays the slides of your presentation as small thumbnails.

Smart tag A purple dotted line that appears under text Word identifies as a date, name, address, or place.

Smart Tag Actions button The button that appears when you point to a smart tag.

Soft page break A page break that is inserted automatically at the bottom of a page.

Sort To place records in a specific order (ascending or descending) based on the values of a particular field.

Source document (Access) The original paper document that records raw data such as an employment application. In some databases, there is no source document because raw data is entered directly into the computer.

Source file The file from which you copy the data you are going to paste, link, or embed in the destination file.

Source program The program used to create the source file.

Specific record box Part of a box in the lower left-hand corner in Datasheet View and Form View. Navigation buttons that indicates the current record number. You can click in the specific record box, then type a record number to quickly move to that record. Also called the current record box or record number box.

Spelling check A command that attempts to match all text in a file with the words in the dictionary.

Spreadsheet A program used to analyze data, perform calculations, and create charts.

Standard toolbar The toolbar containing the buttons that perform some of the most frequently used commands.

Start To open a software program so you can use it.

Status bar (Access) The bar at the bottom of the Access window that provides informational messages and other status information (such as whether the Num Lock is active or not).

Status bar (Excel) The bar at the bottom of the Excel window that provides information about various keys, commands, and processes.

Status bar (Internet Explorer) A bar located at the bottom of the Web browser window that displays information about your connection progress whenever you open a new Web page, notifies you when you connect to another Web site, and identifies the percentage of information transferred from the Web server to your browser. It also displays the Web addresses of any links on the Web page when you move your mouse pointer over them.

Status bar (Outlook) The bar at the bottom of the Outlook window that provides information such as the total number of messages that the open folder contains, the number of those messages that have not been read, whether or not a filter is applied.

Status bar (PowerPoint) The bar at the bottom of the PowerPoint window that contains messages about what you are doing and seeing in PowerPoint, such as the current slide number or a description of a command or button.

Status bar (Word) The bar at the bottom of the Word window that shows the vertical position, section, and page number of the insertion point, the total number of pages in a document, and the on/off status of several Word features.

Status indicator The logo on the toolbar that is animated while a new Web page loads.

Store and forward technology A computer-based communication system in which the senders and recipients don't have to be on their computers at the same time to communicate.

Style A named collection of character and paragraph formats stored together that can be applied to text to format it quickly.

Subscript A font effect in which text is formatted in a smaller font size and placed below the line of text.

Suite A set of programs with similar icons, buttons, and commands that are designed to work together to complete business tasks.

SUM The most frequently used function, this adds columns or rows of cells.

Superscript A font effect in which text is formatted in a smaller font size and placed above the line of text.

Surfing The process of using the Web and navigating to new Web pages and sites.

Symbols Special characters that can be inserted into a document using the Symbol command.

System Clipboard A clipboard that stores only the last item cut or copied from a document.

Tab See *Tab stop*.

Tab control An unbound control used to add a three-dimensional aspect to a form so that other controls can be organized and shown in Form View by clicking the "tabs."

Tab leaders Lines that appear in front of tabbed text.

Tab order The sequence in which the controls on the form receive the focus when the user presses [Tab] or [Enter] in Form view.

Tab stop A location on the horizontal ruler that indicates where to align text.

Table An Access object that is a collection of records for a single subject, such as all of the customer records.

Table   An arrangement of text or data in columns and rows.

Table Datasheet toolbar   The toolbar that appears when you are viewing a table's datasheet.

Table Design View   The view of a table in which you can add, delete, or modify the fields.

Table Wizard   An interactive tool used to create a new table from a list of sample tables and sample fields.

Tags   HTML codes that describe how the elements of a Web page should appear when viewed with a Web browser.

Task pane (Excel)   A window area to the right of the worksheet that provides worksheet options, such as creating a new workbook, opening an existing workbook, conducting a search, inserting Clip Art, and using the Office Clipboard.

Task pane (PowerPoint)   A separate pane seen in all the PowerPoint views except Slide Show view that contains sets of hyperlinks for commonly used commands.

TaskPad   An area in Calendar that displays your task list.

Tasks folder   The folder that stores your business and personal to-do list.

Tasks   The component within Outlook that works as an electronic to-do list. You can view tasks in several different ways, including by subject, by status, and by due date. You can mark your progress on tasks in many ways, and you can assign tasks to colleagues and track completion.

Template (Excel)   An Excel file saved with a special format that lets you open a new file based on an existing workbook's design and/or content.

Template (Word)   A formatted document that contains placeholder text you can replace with your own text.

Text   A data type that allows entry of text information or combinations of text and numbers such as a street address. By default, it is 50 characters.

Text annotations   Labels added to a chart to draw attention to a particular area.

Text ascending order: 123, 3H, 455, 98, 98B, animal, Iowa, New Jersey

Text box (Access)   A common control used on forms and reports to display data bound to an underlying field. A text box can also show calculated controls such as subtotals and dates.

Text box (PowerPoint)   Any text you create using the Text Box button. A word processing box and a text label are both examples of a text box.

Text color   The color applied to text.

Text descending order: Zebra, Victory, Langguth, Bunin, 99A, 9854, 77, 740, 29, 270, 23500, 1.

Text label   A text box you create using the Text Box button where the text does not automatically wrap inside the box.

Text placeholder   A box with a dashed-line border and text that you replace with your own text.

Theme   A set of Web page formats, including backgrounds and styles, that are named and stored together; can be applied to a Web page to format it quickly.

Thumbnail   A small image of a slide. Thumbnails are found on the Slides tab and in Slide Sorter view.

Tick marks   Notations of a scale of measure on a chart axis.

Timing   See *Slide timing*.

Title   The first line or heading on a slide.

Title bar   The bar at the top of the program window that indicates the program name and the name of the current file.

Title placeholder   A box on a slide reserved for the title of a presentation or slide.

Title slide   The first slide in your presentation.

Toggle button   A button that turns a feature on and off.

Toggle button (Access)   A bound control used to indicate "yes" or "no" answers for a field in Access. If the button is "pressed", it displays "yes" information.

Toolbar   A bar that contains buttons that you can click to perform commands.

Toolbar Options button   A button you click on a toolbar to view toolbar buttons not currently visible.

Toolbox toolbar   The toolbar that has common controls that you can add to a report or form when working in the report or form's Design View.

Truncate   To shorten the display of cell information because a cell is too wide.

Unbound controls   Controls that do not change from record to record and exist only to clarify or enhance the appearance of the form, such as labels, lines, and clip art.

Unbound image control   An unbound control that is used to display clip art and that doesn't change as you navigate from record to record on a form or report.

Undo   To reverse a change by using the Undo button or command.

Uniform Resource Locator (URL)   A Web page's address.

Value axis   Also known as the y-axis in a 2-dimensional chart, this area often contains numerical values that help you interpret the size of chart elements.

Values   Numbers, formulas, or functions used in calculations.

Vertical alignment   The position of text in a document relative to the top and bottom margins.

Vertical scroll bar   A scroll bar that allows you to move the current Web page up or down in the Web browser window.

View (PowerPoint)   A way of displaying a presentation, such as Normal view, Notes Page view, Slide Sorter view, and Slide Show view.

View (Word)   A way of displaying a document in the document window; each view provides features useful for editing and formatting different types of documents.

View buttons   Buttons on the horizontal scroll bar that are used to change views.

View buttons   The buttons at the bottom of the Outline tab and the Slides tab that you click to switch among views.

Voice recognition   A program feature that allows you to enter data and give commands verbally using a computer microphone.

Web browser   A software program used to access and display Web pages.

Web Layout view   A view that shows a document as it will look when viewed with a Web browser.

Web page   A file saved in HTML format that can be viewed using a Web browser.

Web server   A computer that stores Web pages.

What-if analysis   A decision-making feature in which data is changed and formulas based on it are automatically recalculated.

Wildcard characters   Special characters used in criteria to find, filter, and query data. The asterisk (*) stands for any group of characters. The question mark (?) wildcard stands for only one character. The pound sign (#) can only be used as a wildcard in a numeric field and stands for a single number.

Window   A rectangular area of a screen where you view and work on the open file.

Windows Media Player   An Internet Explorer suite component that lets you listen to and/or view live and prerecorded sounds, images, and videos.

Wizard   An interactive set of dialog boxes that guides you through a task.

.wmf   The abbreviation for the Windows metafile file format, which is the format of much clip art.

Word processing program   A software program that includes tools for entering, editing, and formatting text and graphics.

Word program window   The window that contains the Word program elements, including the document window, toolbars, menu bar, and status bar.

Word wrap   A feature that automatically moves the insertion point to the next line as you type.

Word processing box   A text box you create using the Text Box button, where the text automatically wraps inside the box.

Workbook   A collection of related worksheets contained within a single file.

Worksheet An electronic spreadsheet containing 256 columns by 65,536 rows.

Worksheet tab See *Sheet tab*.

Worksheet window The worksheet area that includes the tools needed to create and work with worksheets in which data is entered.

World Wide Web (Web or **WWW)** A part of the Internet, containing Web pages linked together with hyperlinks, that brings text, graphics, and multimedia information to your desktop.

X-axis The horizontal axis in a chart; because it often shows data categories, such as months, it is also called the category axis.

X-axis label A label describing a chart's x-axis.

Y-axis The vertical axis in a chart; because it often shows numerical values in a 2 dimensional chart, it is also called the value axis.

Y-axis label A label describing the y-axis of a chart.

Yes/No A data type that stores only one of two values (Yes/No, On/Off, True/False).

Zoom A feature that enables you to focus on a larger or smaller part of the worksheet in Print Preview.

Zoom pointers Mouse pointers displayed in Print Preview that allow you to toggle the zoom magnification of a printout.